



MEMPHIS & SHELBY COUNTY BOARD OF ADJUSTMENT

125 North Main Street, City Hall, Room 468
MEMPHIS, TENNESSEE 38103

APPLICATION FOR ZONING DISTRICT BOUNDARY EXTENSION (pursuant to Section 2.4.5 of the UDC)

Property Owner of Record: _____ Phone #: _____

Mailing Address: _____ City/State: _____ Zip _____

Property Owner E-Mail Address: _____

Applicant (if not property owner): _____ Phone # _____

Mailing Address: _____ City/State: _____ Zip _____

Applicant E- Mail Address: _____

Authorized Agent: _____ Phone #: _____

Mailing Address: _____ City/State: _____ Zip _____

Engineer/Surveyor/Architect: _____ Phone # _____

(Add additional sheets if including more than one entity)

Mailing Address: _____ City/State: _____ Zip _____

Engineer/Surveyor/Architect E-Mail Address: _____

Zoning district boundary extensions may be requested by the Board of Adjustment in instances where a zoning district boundary divides a lot of record that existed on January 1, 2011 (Section 2.4.5 of the Unified Development Code).

DESCRIBE JUSTIFICATION FOR REQUEST.

I (we) hereby make application for approval of the Zoning District Boundary Extension being sought from described above and on the accompanying materials.

I (we) accept responsibility for any errors or omissions which may result in the postponement of the application being reviewed by the Memphis & Shelby County Board of Adjustment at the next available hearing date.

I (We), owner(s) of the above described property hereby authorize the filing of this application and the above named persons to act on my behalf.

_____ *Property Owner of Record	_____ Date	_____ Applicant (if not property owner)	_____ Date
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***ALL APPLICATIONS MUST BE SUBMITTED IN PERSON
AND THE SUBMITTER MUST RECEIVE A RECEIPT OF
ACCEPTANCE FROM STAFF**

**GUIDE FOR SUBMITTING
ZONING DISTRICT BOUNDARY EXTENSION APPLICATION**

- A **THE APPLICATION** - Four (4) collated sets of this application in accordance with the requirements of the Unified Development Code and as outlined below shall be submitted to OPD. The following information is required to be submitted for consideration as a complete application, and except for copies of the Site/Concept Plan, shall be provided on sheets of 8.5"x11" in size. The application with original signatures shall be completed either with legible print or typewritten. Each application set shall be compiled in the following order:

- 1) One (1) original Application, 8.5"x11" Site/Concept Plan, Plot Plan, Legal Description, Zoning Map, Letter of Intent, 20"x24" Site/Concept Plan (folded), copy of Deed(s).
- 2) Four (4) sets of copies in the following order: Application, 8.5"x11" Site/Concept Plan, Plot Plan, Legal Description, Zoning Map, Letter of Intent, 20"x24" Site/Concept Plans folded.
- 3) A compact disc with all submittal documents in "PDF" and any proposed conditions in "WORD".

(For additional information concerning these requirements contact Land Use Control Section at (901) 576-6619.)

B **PLOT PLAN AND LEGAL DESCRIPTION**

- 1) Four (4) copies of the plot plan, drawn to scale (1"=50', =100' or =200'), showing each parcel to be considered. Two or more parcels may be described on one sheet. If property is encumbered by easements, show type and location on plot plan.
- 2) Four (4) copies of legal description shall be attached to plot plan if not shown or described on the plan.

C **ZONING MAP**

Four (4) copies of a zoning map indicating the boundary of the zoning district for which extension is being sought.

Note: Mailed notice is not required for a Section 2.4.5 Zoning District Boundary Extension.

D **FILING FEE** *(All Fees Are Subject To Change without Prior Notice)*

\$300

Make check payable to "M/SC Office of Planning and Development"